



Beckie Cato, AICP  
Planning and Zoning Director

# Santa Rosa County Development Services

Tony Gomillion  
Public Service Director



Rhonda C. Royals  
Building Official

## SUMMARIZED CHECK LIST FOR SUBMITTING *Commercial* BUILDING PLANS

1. **BUILDING PERMIT APPLICATION.** A current Commercial Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PLOT PLAN.** Two complete sets of surveys, plot plans or site plans are required for all construction projects to include new construction, additions, and renovations. The survey or plot plan is to show the property dimensions and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines.
3. **PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID number) from the Property Appraiser (981-1880) and an Addressing Letter from the Addressing Coordinator (981-7150) are required.
4. **SEPTIC TANK PERMIT OR SEWER TAP RECEIPT & WATER TAP OR WATER MANAGEMENT PERMIT** A copy of the Septic Tank Permit, the Existing Septic Tank Approval from Environmental Health (983-5275), or the paid Sewer Tap receipt from the utility company is required. A Water Tap receipt or a Water Management Permit from the utility company is required.
5. **ZONING / ENGINEERING APPROVAL.** All commercial projects must provide this department the Zoning and Engineering Development approval.
6. **CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze, or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.
7. **PLANS.** All commercial projects in the County require two complete sets of plans and construction details. Commercial projects must be certified (original raised seal) by a Florida State Certified Architect or Engineer or as required by Florida law.
  - ❖ Projects located on Navarre Beach and in FEMA designated FLOOD ZONE "V" the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
  - ❖ Sealed pre-engineered truss plans and pre-engineered metal building shop drawings are required for permitting.
  - ❖ Sub-contractor plans must be signed by a licensed contractor or design professional.
8. **ENERGY FORMS.** Two sets of completed Florida Energy Efficiency Forms (Energy Sheets) certified by a State of Florida Architect or Engineer are required. Three in Navarre and Midway.
9. **DEP APPROVAL.** Prior approval from the Department of Environmental Protection (DEP) is required when the project is located on the south side of Gulf Boulevard on Navarre Beach. DEP approval is also required if the project is located in DEP regulated wet land areas.
10. **DOT APPROVAL.** Prior approval from the State of Florida Department of Transportation (DOT) is required if the project is located on a State Highway or a major arterial road.
11. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.

Santa Rosa County Public Service Complex  
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874

- 12. SPECIAL FLOOD HAZARD AREA.** The Santa Rosa County floodplain management requirements defined in the Land Development Code is designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.
- ❖ All new construction located in a special flood hazard area will provide an original certified Under Construction Elevation Certificate before the framing inspection and a Finished Construction Elevation Certificate before the final inspection.
  - ❖ All new construction located on Navarre Beach and on FEMA designated "V-Zone" property will provide an original certified Elevation Certificate, Anchor Piling Certificate, and Break-Away Wall Certificate before the framing inspection.
  - ❖ All new construction located on FEMA designated "Floodway" property will provide an original certified No-Rise Certificate before a permit may be issued.
- 13. TERMITE TREATMENT.** Written verification of the method of Termite Treatment to be used is required before a permit will be issued on all type of construction. (Example: both wood and metal construction.)
- 14. FIRE DISTRICT-** Impact Fee Receipt is required for the following fire districts Midway, Navarre, or Avalon Fire Department. Contact information is below:
- ❖ Avalon Fire District- 602-6313 Don Galbert (Must make an appointment)
  - ❖ Holley/Navarre Fire District- 939-0755
  - ❖ Midway Fire District- 932-4771



**Building Inspection Department  
Commercial & Multi-Family Residential Units  
Permit Application**

(Apartments, Condos, Strip Malls, etc.)

**\*\*\*\*\*One application must be completed for EACH BUILDING. Failure to complete the necessary applications could result in a delay in the permitting process.\*\*\*\*\***

**1. Proposed Improvement Location** (please include unit #)

Physical Address:

City:

St:

Zip:

Subdivision:

Name of Business:

Parcel ID #:

(SEC)

(TWN)

(RNG)

(SUB)

(BLK)

(LOT)

Driving Directions:

**2. Property Owner Information**

Name:

Address:

Address 2:

City:

State:

Zip:

Phone #:

Cell Phone #:

Fax #:

Email address:

Fee Simple Title Holder's Name & Address:

**3. Contractor Information**

☐ If Owner/Builder (Please see Owner/Builder Disclosure)

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State:

Zip:

Phone #: ( ) -

Cell Phone #: ( ) -

Fax #: ( ) -

Email address:

**4. Description of Proposed Improvements**

☐ New:

☐ New Accessory Structure

☐ Change of Occupancy (Provide Prior Occupancy Type)

Type:

☐ Remodel/Repair \_\_\_\_\_

Please attach a completed Scope of Work

☐ Hurricane Shutters

☐ Windows/ Doors

FL Product Approval #

Other:

**5. Project Information**

# of Bedrooms:

# of Bathrooms:

# of Units:

# of Buildings on site:

# of Stories:

Length:

Width:

Height:

Sq. Ft. per unit:

Total Sq. Ft.:

Structure type:

Square Footage of area to be Remodeled:

Estimated Cost of Construction:

Intended Use of Building:

Occupancy Classification: ☐ Assembly ☐ Business ☐ Mercantile ☐ Storage ☐ Other (Please Specify Below)

Mark ALL subs that are intended: ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas ☐ Utility Site ☐ Fire Alarm ☐ Fire Sprinkler

Please see reverse side.

Form CBA0309

Page 2

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**2012 Florida Statutes, 713.135(6)** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Time limitation of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

**Condition of Permit:** As a condition to the issuance of this permit the **applicant** hereby promises in good faith that they will deliver “**Florida’s Construction Lien Law Protect Yourself and Your Investment**” fact sheet to the person who has the right, title and interest in the real property that is subject to this building permit.

---

Agent/Contractor's Signature

---

Date

**Owner Builders please see the owner builder disclosure that is a separate form.**

## Contact Information

<b>Name of Person Submitting Plans</b>		Telephone:
<b>Contact Person</b>		Telephone:
<b>Company Name</b>		Fax:

<b>Occupant/Tenant's Name</b>		Telephone:
		Fax:
<b>Site Address</b>		
	Number	Street City State Zip Code
<b>Email:</b>		

<b>Owner's Name</b>		Telephone:
		Fax:
<b>Address</b>		
	Number	Street City State Zip Code
<b>Email:</b>		

<b>Architect's Name</b>		Telephone:
		Fax:
<b>Address</b>		
	Number	Street City State Zip Code
<b>Email:</b>		

<b>Engineer's Name</b>		Telephone:
		Fax:
<b>Address</b>		
	Number	Street City State Zip Code
<b>Email:</b>		

<b>Contractor or Superintendent's Name</b>		Telephone:
		Fax:
<b>Site Address</b>		
	Number	Street City State Zip Code
<b>Email:</b>		

## **Fire Protection during Construction Certification**

A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates. **There shall be no delay in the installation of fire protection equipment.** See Chapter- 29 Florida Fire Prevention Code and NFPA-241

Date\_\_\_\_\_

Contractors Company Name\_\_\_\_\_

Applicant's Name\_\_\_\_\_

Name of Establishment\_\_\_\_\_

### **Please mark the method of fire protection to be used:**

☐ Fire Hydrant, (please provide gallons per minute) \_\_\_\_\_no less than 500gpm.

☐ NFPA-1142 Water Supplies for Suburban and Rural Fire Fighting.  
**(Please provide detailed analyses from NFPA-1142)**

For any other possible method, submit a detailed analysis along with this form to the Santa Rosa County Life Safety/Fire Prevention Department.

The proposed method of fire protection during construction shall be maintained until the final inspection is passed.

**I hereby understand that an inspection of the fire prevention method shall be preformed before combustibles accumulate. Furthermore, I understand failure to comply will result in possible Stop Work Orders, Citations, and or Fines.**

\_\_\_\_\_  
Print Contractors Name

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name of Company